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UNCLASSIFIED CONFIDENTIAL SECRET

# OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	The Director		<i>W</i>
2	Ex. Dir. <i>1-15 1/15</i>	<i>15 Jan.</i>	<i>W</i>
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<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE

Remarks: *Bob: Please prepare a very brief and prompt reply for DCE signature*

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

U. S. DEPARTMENT OF LABOR

OFFICE OF THE SECRETARY

WASHINGTON

20210

Executive Registry

68-191

Honorable Richard Helms  
Director of Central Intelligence  
Washington, D. C. 20505

Dear Mr. Helms:

One of the objectives recommended to the President by the Federal Safety Council is to establish standard accident reporting requirements, and to centrally collect, compile, and analyze Federal accident data for the purpose of planning and evaluating accident prevention programs. Accordingly, I am asking each department and agency in government to establish and maintain internal reporting procedures to use as the basis for programming action to reduce personal injuries and property damage within their own organizations.

The enclosed standard method of reporting and recording Federal civilian employee injuries is the first essential step toward establishing a Federal accident reporting system. Some of the larger agencies now have systems in operation. In the future, standard methods encompassing all accident problem areas, such as vehicle accidents and property damage, will be developed.

It is my sincere hope that each department and agency will do all in its power to use effectively standard accident data to strengthen their programs. It is my request that full cooperation be given the Department of Labor and the Federal Safety Council by furnishing on a quarterly basis heretofore unavailable data for government-wide purposes.

This effort can provide the groundwork for programs to reduce accidents and help achieve the goals of the Mission SAFETY-70 program initiated by President Johnson in 1965.

Sincerely,

*Willard W. Wright*  
Secretary of Labor

Enclosure

**STANDARDS FOR  
REPORTING AND RECORDING FEDERAL ACCIDENTS**

**I. STANDARD METHOD OF REPORTING AND RECORDING FEDERAL CIVILIAN EMPLOYEE INJURIES**

- A. It is herewith recommended that all Federal agencies use the USA Standard Z16.1, American Standard Method of Recording and Measuring Work Injury Experience as delineated herein for the purpose of ascertaining Federal civilian employee injury experience. Specifically, all sections of code are applicable except those pertaining to severity and severity rates, and nonstandard measures.
- B. Sections relating to severity and nonstandard measures contained in the USA Standard Z16.1 may be used optionally.
- C. Use of USA Standard Z16.1 will commence January 1, 1968 or as soon thereafter as feasible but not later than July 1, 1968.
- D. Copies of the USA Standard Z16.1 will be forwarded under separate cover to each department and agency.

**II. LETTER REPORT**

It is requested each Federal department or agency employing 100 or more Federal civilian employees submit a quarterly summarization of Federal civilian employee injuries and the number of hours worked to the Secretary of Labor, Washington, D. C., Attn: Federal Safety Council. The letter report will be submitted within 45 days following the end of each calendar quarter, (no later than February 15, May 15, August 15, and November 15) and will contain the following minimum information:

- A. Number of disabling injuries, including fatalities.
- B. Number of fatalities.
- C. Number of employees and number of hours worked.

Any Federal establishment so desiring may include in the letter report any other information deemed to be of interest for government-wide accident prevention planning purposes.

- NOTE:**
- 1. Guidelines relative to the establishment and maintenance of accident reporting and recording systems, the use of standard methods, and reporting requirements will be published and distributed in a document titled "Using Accident Reports and Records."
  - 2. The provisions of this policy do not supersede or change existing requirements to report accidents for other purposes, such as claims and compensation.

U. S. Department of Labor  
Bureau of Labor Standards  
Federal Safety Council